Welcome to

CPARS

Contractor Performance Assessment Reporting System

Merge Training

Please be sure to call in:

1-866-816-2240

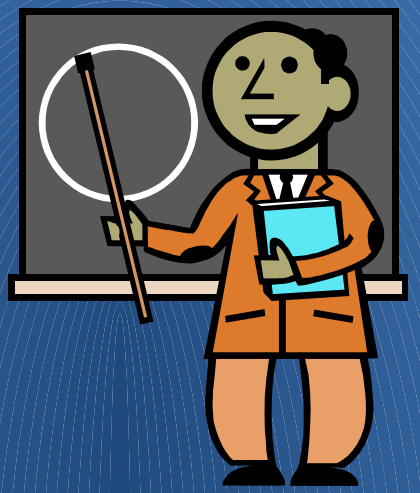
Passcode: 109815

Agenda

- Pre and Post Merge States
- Why the Merge?
- New Evaluation Form
  - Data Elements
  - Screenshots
  - Rating Areas
  - Grading Scale
- Status Report
- Evaluation Metrics Report

Agenda (cont.)

- CPARS Roles
- CPARS Timeline
- CPARS Workflow Summary
- New Email Notifications
- Merge Timeframe
- What Happens to Evaluations Pre & Post Merge?
- FAQs
- CPARS Help Desk



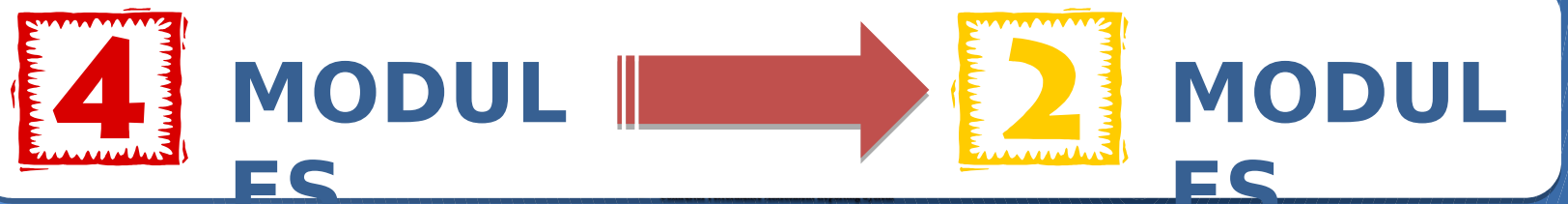
Pre-Merge State

- Contractor Performance Assessing Reporting System (CPARS) Module – **Systems, Services, Operations Support, Information Technology Contracts**
- Architect-Engineer Contract Administration Support System (ACASS) Module – **Architect-Engineer Contracts**
- Construction Contractor Appraisal Support System (CCASS) Module – **Construction Contracts**
- Federal Awardee Performance and Integrity Information System (FAPIIS) Module

Post-Merge State

- Single CPARS Application to Evaluate All Types of Contracts
  - **Systems**
  - **Non-Systems (Services, Operations Support, IT)**
  - **Architect-Engineer**
  - **Construction**
- Single Evaluation Form
- Single Set of Evaluation Areas
- Single Workflow Process

- FAPIIS Module Remains Part of CPARS Application



Why the Merge?

- Standardize Contractor Past Performance Evaluation Process Across Entire Federal Government

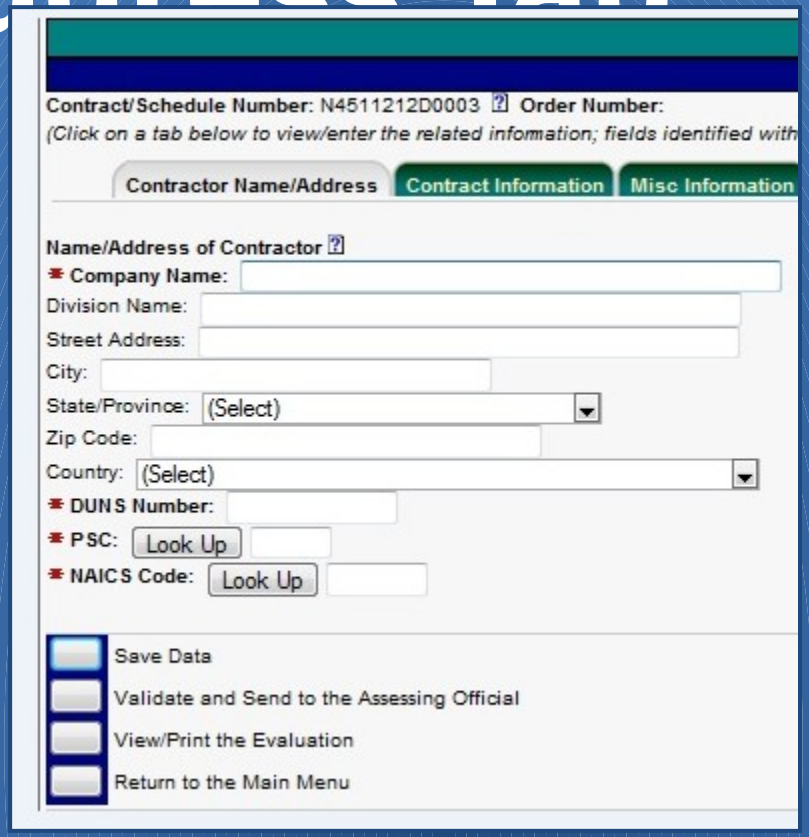
- Standardization Recommended in GAO Audit GAO-09-374 “Federal Contractors: Better Performance Information Needed to Support Agency Contract Award Decisions” dated April 23,

What Does the New Evaluation Form Look Like?

- Tabs For:
  - Contractor Name/Address
  - Contract Information
  - Miscellaneous Information
  - Small Business Utilization
  - Ratings
  - Assessor
  - Contractor Rep
  - Original Ratings
  - Modified Ratings
  - Reviewer

Contractor Name/Address Tab

- Company Name
- Division Name
- Street Address
- City
- State/Province
- Zip Code
- Country
- DUNS Number
- PSC
- NAICS Code



- Information pulled in via Federal Procurement Data System (FPDS) or System for Award Management (SAM)

Contract Information Tab

- Evaluation Type
  - Interim
  - Final
  - Addendum
- Period of Performance Being Assessed
- Business Sector-Subsector
  - Systems
  - Non-System (Services, Operations Support, IT)
  - Architect-Engineer
  - Construction
- Contracting Office
- Location of Work

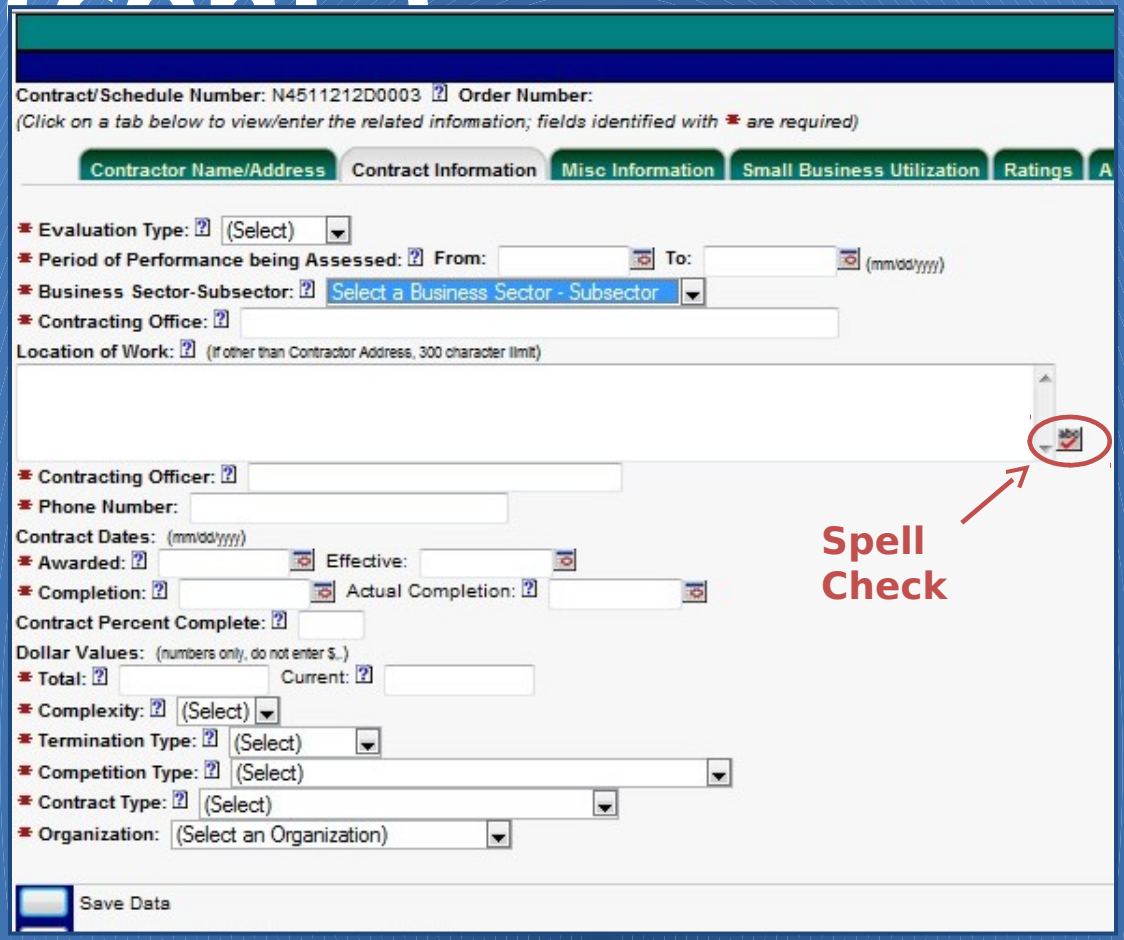
Contract Information Tab (cont.)

- Contracting Officer
- Contracting Officer Phone Number
- Contract Awarded Date
- Contract Effective Date
- Contract Completion Date
- Actual Completion Date
- Contract Percent Complete
- Total Dollar Value
- Current Dollar Value
- Complexity
  - Low
  - Medium
  - High

Complexity
Low: Proven Technology; Simple, Routine Tasking; Low Degree of Management Effort
Medium: Moderately Complex Technology; No New Technology Development or Application; Moderate Degree of Management Oversight
High: New Technology; New Application of Technology; State of the Art; High Degree of Management Oversight

Contract Information Tab (cont.)

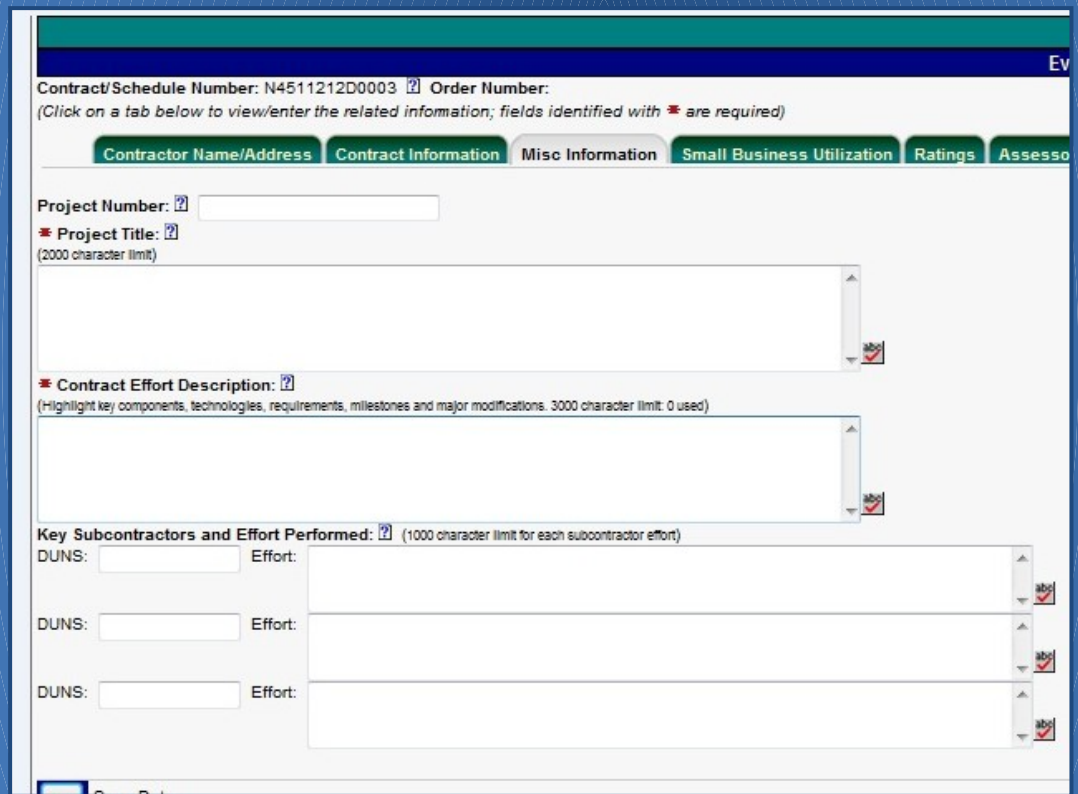
- Termination Type
  - None
  - Cause
  - Convenience
  - Default
- Competition Type
- Contract Type
- Organization


Contract/Schedule Number: N4511212D0003 Order Number:
(Click on a tab below to view/enter the related information; fields identified with * are required)
Contractor Name/Address
Contract Information
Misc Information
Small Business Utilization
Ratings
* Evaluation Type: (Select)
* Period of Performance being Assessed: From: To: (mm/dd/yyyy)
* Business Sector-Subsector: Select a Business Sector - Subsector
* Contracting Office:
Location of Work: (If other than Contractor Address, 300 character limit)
* Contracting Officer:
* Phone Number:
Contract Dates: (mm/dd/yyyy)
* Awarded: Effective:
* Completion: Actual Completion:
Contract Percent Complete:
Dollar Values: (numbers only, do not enter $,.)
* Total: Current:
* Complexity: (Select)
* Termination Type: (Select)
* Competition Type: (Select)
* Contract Type: (Select)
* Organization: (Select an Organization)
Save Data
Spell Check

Majority of the Information on this Tab Completed as Part of Auto Register Process

Miscellaneous Information Tab

- Project Number
- Project Title
- Contract Effort Description
- Key Subcontractors and Effort Performed
  - DUNS
  - Effort



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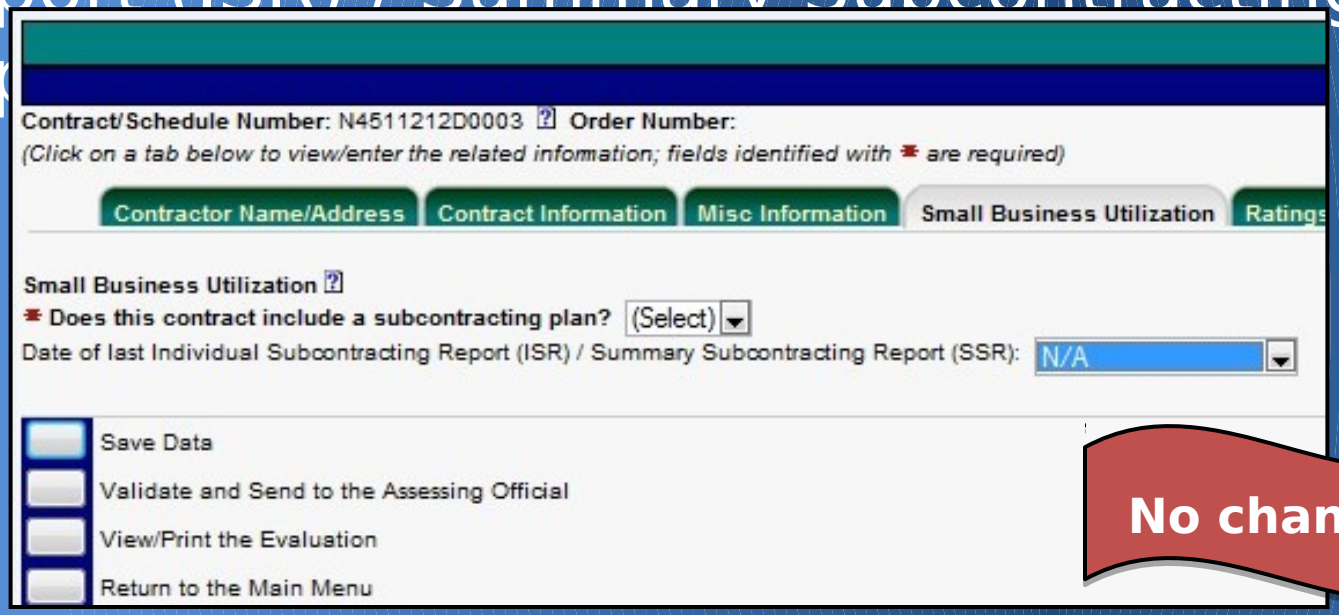
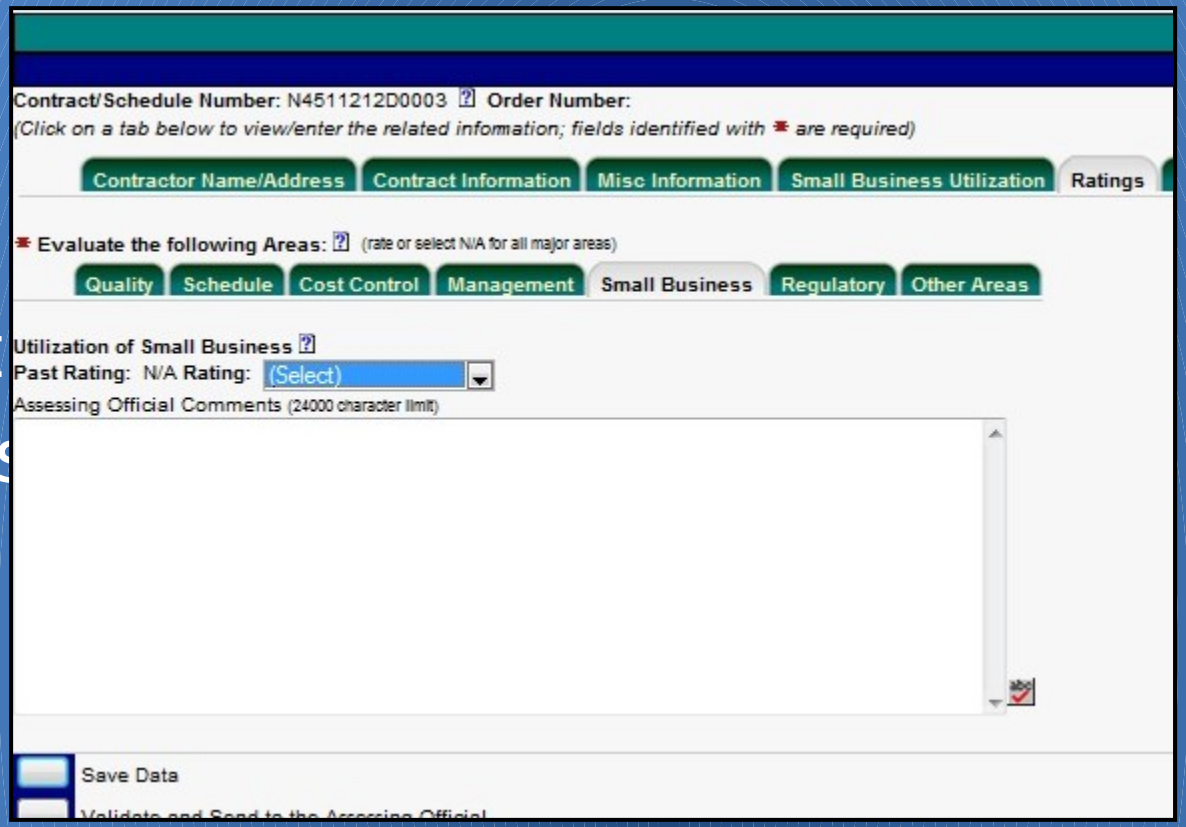
Small Business Utilization Tab

- Does this contract include a subcontracting plan?
- Date of last Individual Subcontracting Report (ISR) / Summary Subcontracting Rep


Contract/Schedule Number: N4511212D0003 Order Number:
(Click on a tab below to view/enter the related information; fields identified with * are required)
Contractor Name/Address
Contract Information
Misc Information
Small Business Utilization
Small Business Utilization
* Does this contract include a subcontracting plan? (Select)
Date of last Individual Subcontracting Report (ISR) / Summary Subcontracting Report (SSR): N/A
Save Data
Validate and Send to the Assessing Official
View/Print the Evaluation
Return to the Main Menu
No changes

Ratings Tab

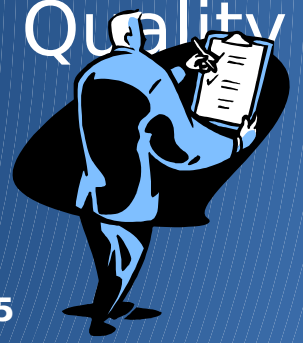
- Quality
- Schedule
- Cost Control
- Management
- Small Busines
- Regulatory Compliance
- Other Areas



24,000 Character Limit for Each Rating Area

Rating Areas

- Quality
  - Product Performance Relative to Contract's Performance Parameters
  - Performance in Terms of Contract's Quality Objectives
  - Use Quantitative Indicators Wherever Possible
  - Contractor's Management of the Quality Control Program
  - Quality of the Work or Service



Rating Areas (cont.)

- Schedule
  - Timeliness of Delivery
  - Timely Completion of Contract/Order
  - Milestones
  - Timely Completion of Administrative Requirements

Rating Areas (cont.)

- Cost Control
  - Forecasting Cost
  - Managing Cost
  - Controlling Cost
  - Overrun?
  - Underrun?

  - Not Required for Fixed Price Contracts/Orders

Rating Areas (cont.)

- Management
  - Integration and Coordination of Activity
  - Problem Identification
  - Corrective Action Plans
  - Reasonable and Cooperative Behavior
  - Customer Satisfaction
  - Subcontract Management
  - Program Management
  - Management of Key Personnel

Rating Areas (cont.)

- Utilization of Small Business
  - Compliance with Terms and Conditions for Small Business Participation
  - Achievement of Small Business Subcontracting Goals
  - Good Faith Effort to Meet Small Business Subcontracting Goals

Rating Areas (cont.)

- Regulatory Compliance
  - Compliance with Regulations and Codes
  - Financial
  - Environmental
  - Labor
  - Safety
  - Reporting Requirements

Grading Scal

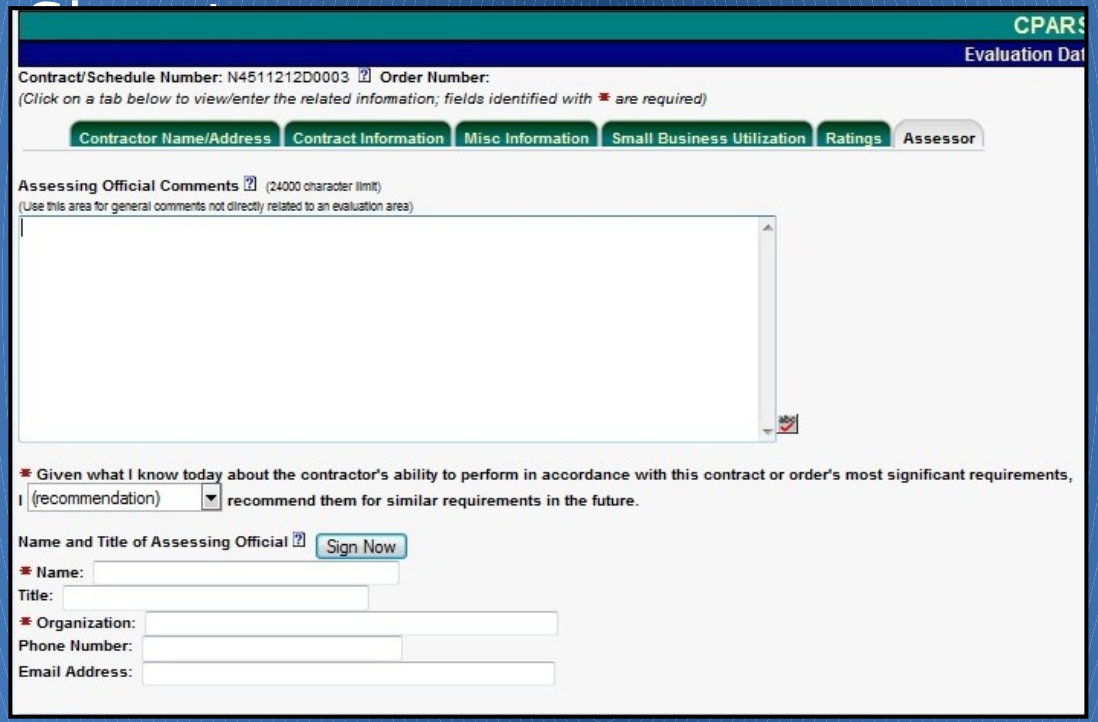
No changes

Rating	Contract Requirements	Problems	Corrective Actions
Exceptional	Exceeds Many - Gov't Benefit	Few Minor	Highly Effective
Very Good	Exceeds Some - Gov't Benefit	Some Minor	Effective
Satisfactory	Meets All	Some Minor	Satisfactory
Marginal	Does Not Meet Some - Gov't Impact	Serious: Recovery Still Possible	Marginally Effective; Not Fully Implemented
	Does Not		

Assessor Tab

- Assessing Official Comments
- Recommendation
  - "Given what I know about the contractor's ability to perform in accordance with this contract or order's most significant requirements, I (would/would not) recommend them for similar requirements in the future."
- Assessing Official

24,000 Character Limit


CPARS
Evaluation Dat
Contract/Schedule Number: N4511212D0003 Order Number:
(Click on a tab below to view/enter the related information; fields identified with * are required)
Contractor Name/Address
Contract Information
Misc Information
Small Business Utilization
Ratings
Assessor
Assessing Official Comments (24000 character limit)
(Use this area for general comments not directly related to an evaluation area)
* Given what I know today about the contractor's ability to perform in accordance with this contract or order's most significant requirements,
I (recommendation) recommend them for similar requirements in the future.
Name and Title of Assessing Official
Sign Now
* Name:
Title:
* Organization:
Phone Number:
Email Address:

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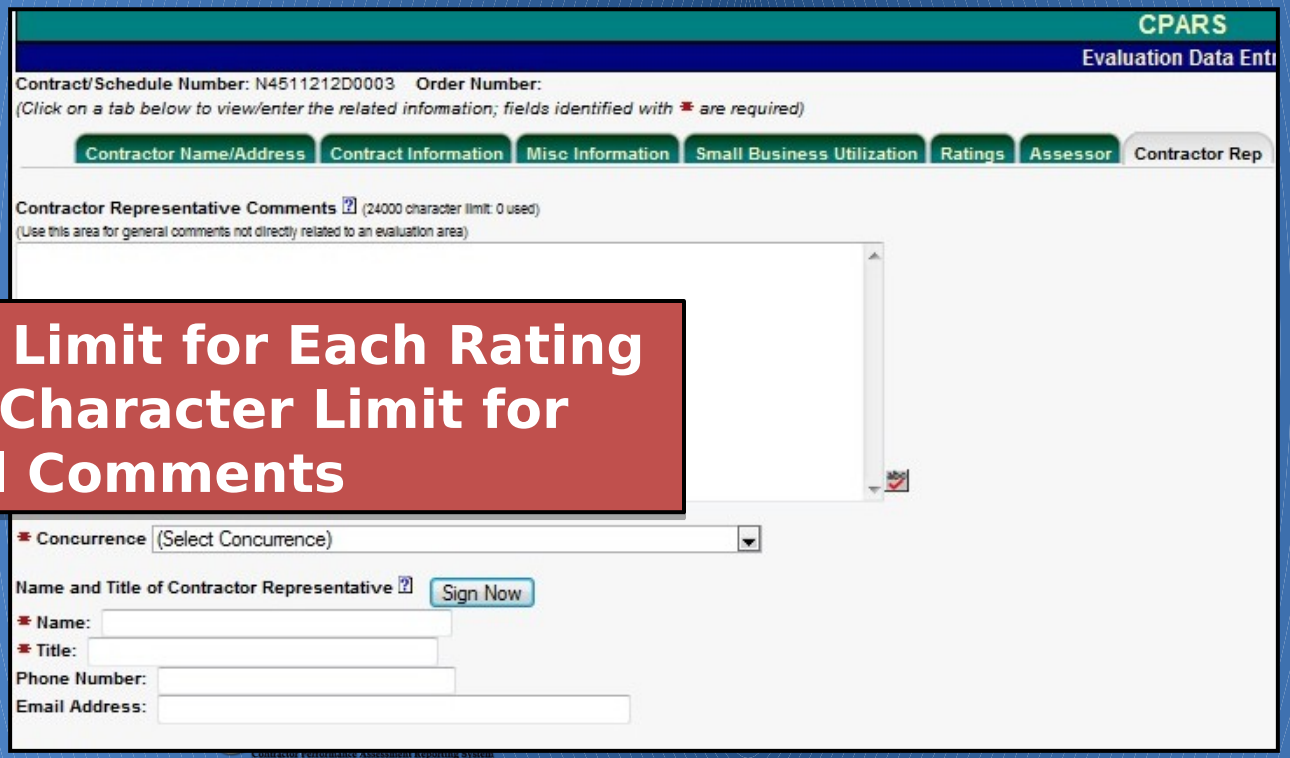
Contractor Rep Tab

- Contractor Representative Comments
- Concur/Do Not Concur Statement
- Contractor Rep Signature


CPARS
Evaluation Data Entr
Contract/Schedule Number: N4511212D0003 Order Number:
(Click on a tab below to view/enter the related information; fields identified with * are required)
Contractor Name/Address
Contract Information
Misc Information
Small Business Utilization
Ratings
Assessor
Contractor Rep
Contractor Representative Comments (24000 character limit: 0 used)
(Use this area for general comments not directly related to an evaluation area)
* Concurrence (Select Concurrence)
Name and Title of Contractor Representative
Sign Now
* Name:
* Title:
Phone Number:
Email Address:

24,000 Character Limit for Each Rating Area & 24,000 Character Limit for General Comments

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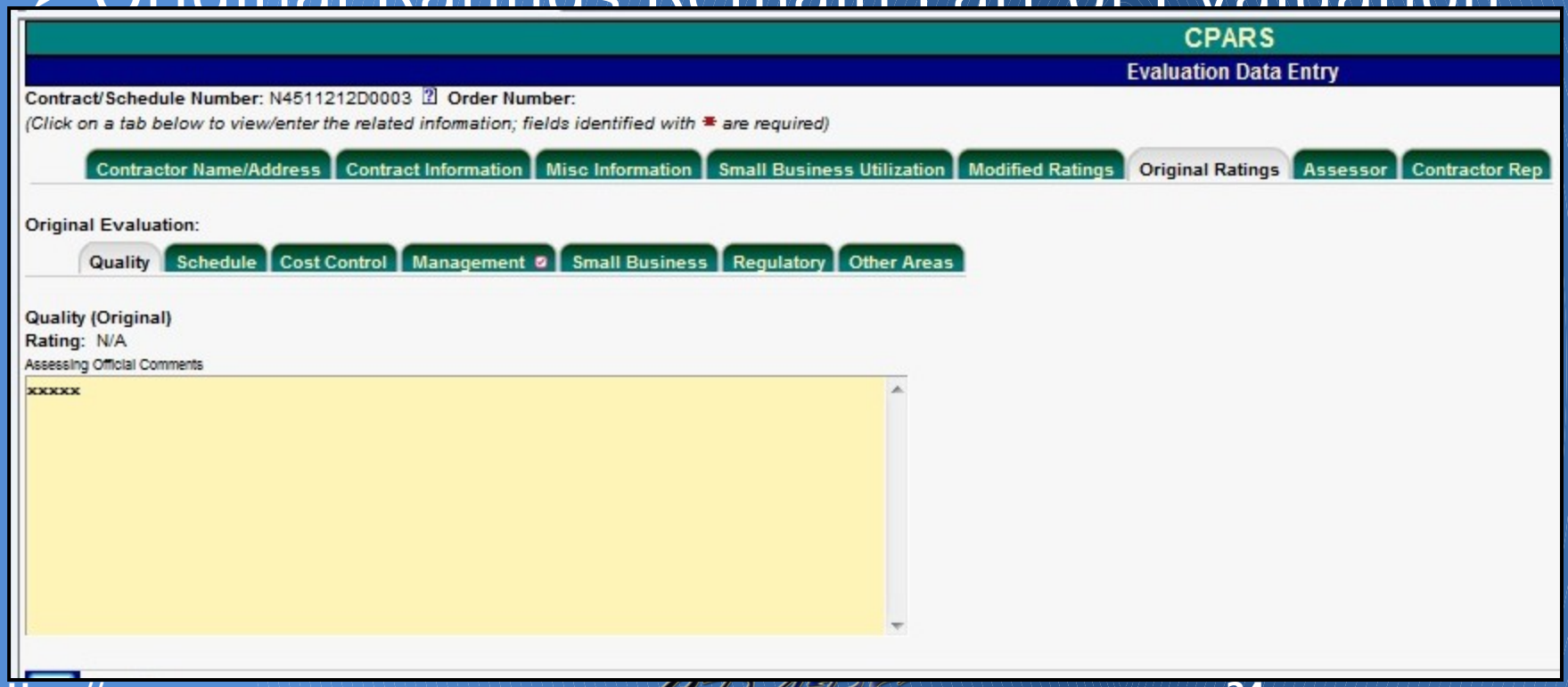
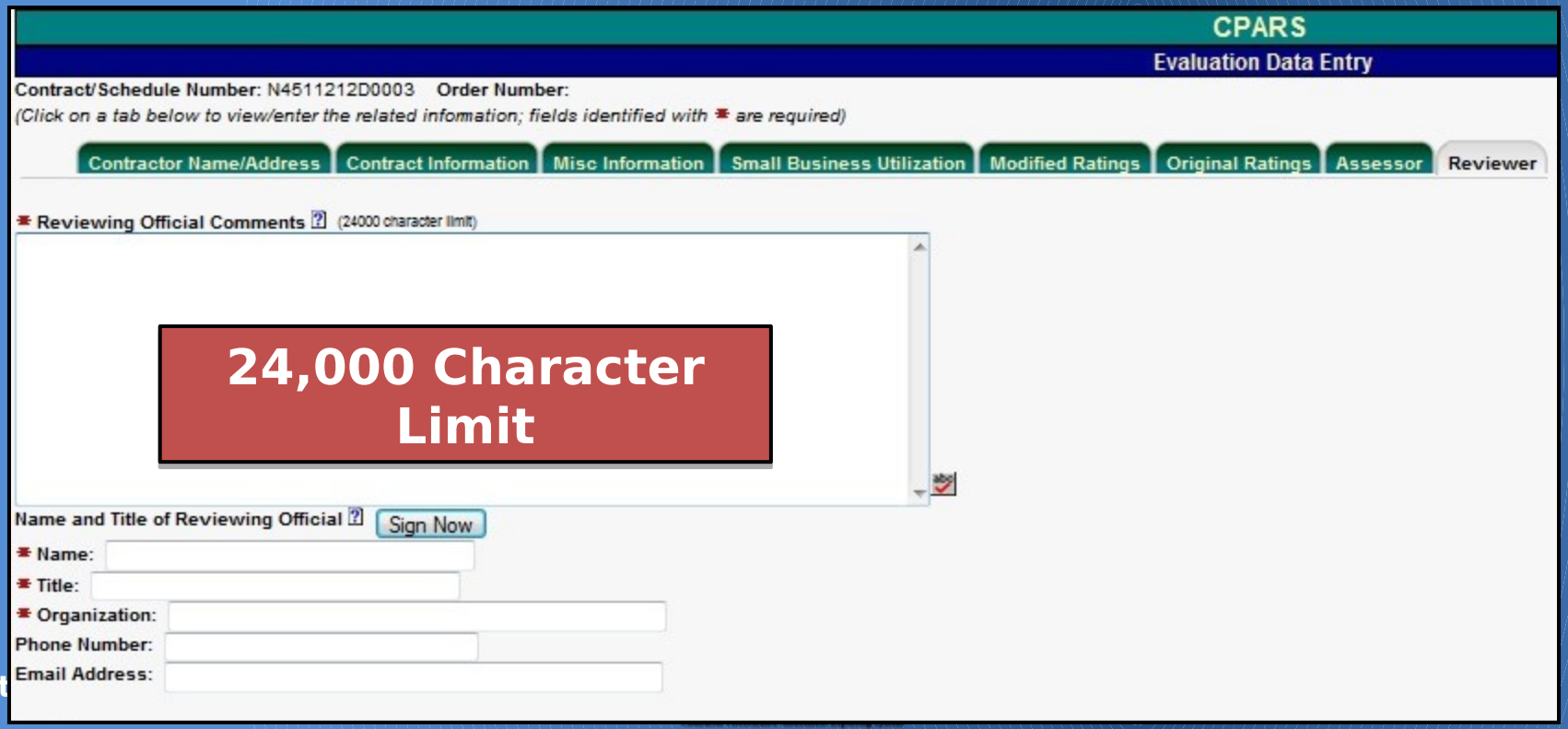
Original Ratings Tab

- Assessing Official May Revise Ratings if Desired
- Original Ratings Remain Part of Evaluation

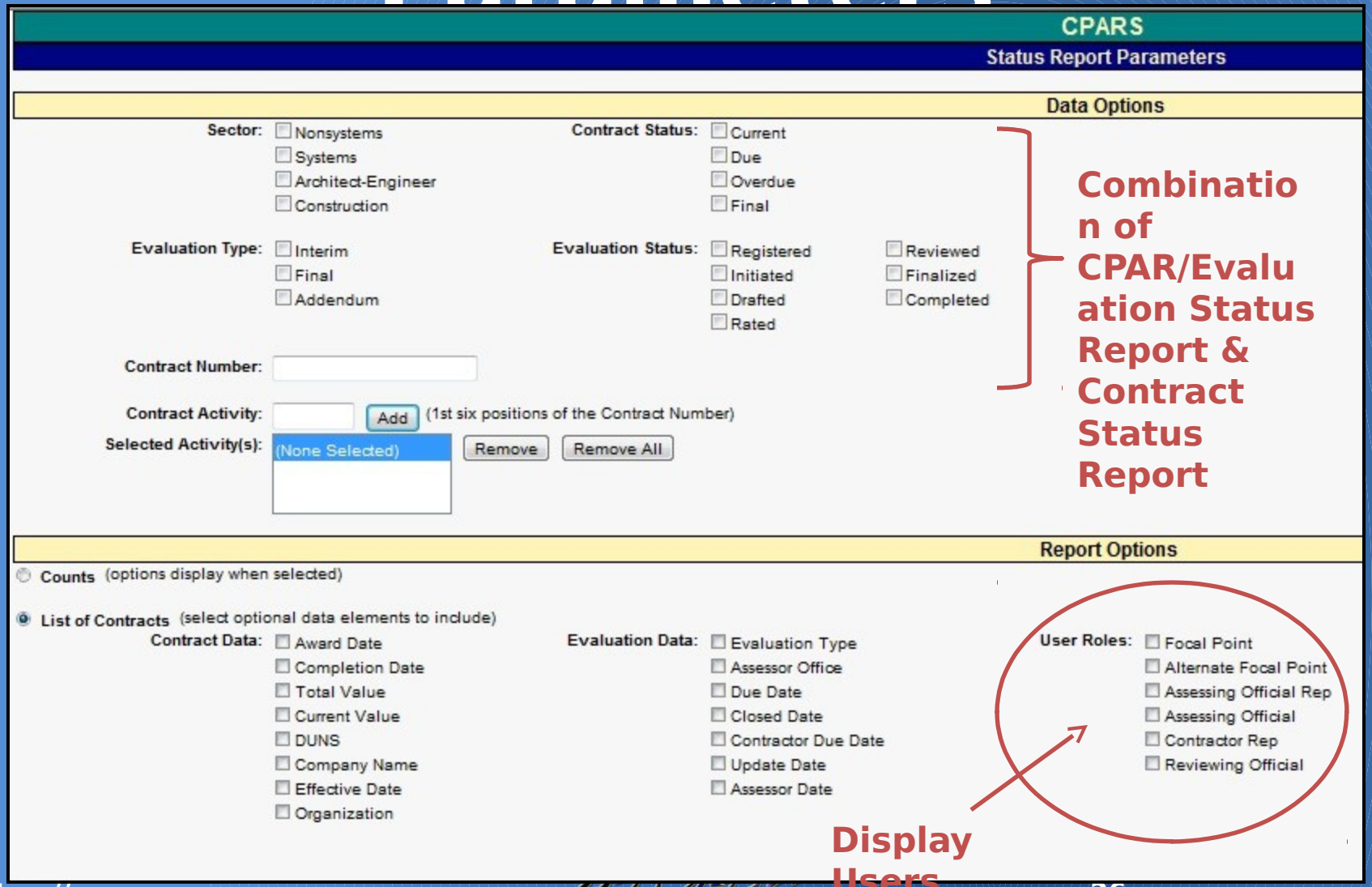


Reviewer Tab

- Reviewing Official Comments
- Reviewing Official Signature



Status Report Parameters



Status Report Output

Spreadsheet

CPAR Status & Contract Status on Same Report

CPARS

Status Report - 01/28/2014

DATA: [Spreadsheet]

	Viewed	Contract Number	Contract Status *	Contract Due Date	Period of Performance	Evaluation Status **	Evaluation Due Date	User Name	User Role	Phone Number	Email Address	Access Granted Date	Activity Log
[Notes]		N4511211D0001 0000	OVERDUE	04/29/2012	01/01/2011 - 12/31/2011	Rated	04/29/2012	STEPHEN ALMEIDA	Assessing Official	401-841-3752	steve.almeida@navy.mil	12/14/2011	[Log]
								STEVE ALMEIDA	Contractor Rep	603-431-9460	steve.almeida@navy.mil	01/18/2012	
								STEVE ALMEIDA	Reviewing Official	603-431-9460	steve.almeida@navy.mil	01/18/2012	
								STEVE ALMEIDA	Focal Point	603-431-9460	steve.almeidaxx@navy.mil		
								STEVE ALMEIDA	Alternate Focal Point	603-431-9460	steve.almeida@navy.mil		
[Notes]		N4511212D0003	OVERDUE	05/31/2013	02/01/2012 - 01/31/2013	Finalized	05/31/2013	STEVE ALMEIDA	Assessing Official Rep	603-431-9460	steve.almeida@navy.mil	05/03/2012	[Log]
								STEPHEN ALMEIDA	Assessing Official	401-841-3752	steve.almeida@navy.mil	03/05/2012	
								STEPHEN ALMEIDA	Contractor Rep	111-111-2222	steve.almeida@navy.mil	01/23/2014	
								STEVE ALMEIDA	Reviewing Official	603-431-9460	steve.almeida@navy.mil	01/23/2014	
								STEVE ALMEIDA	Focal Point	603-431-9460	steve.almeidaxx@navy.mil		
								STEVE ALMEIDA	Alternate Focal Point	603-431-9460	steve.almeida@navy.mil		

Count: 2

x - indicates the record has been selected for viewing
☑ - indicates notes have been entered

User List

*** CONTRACT STATUS**
Current: All required Evaluations for this contract have been completed or are not yet due.
Due: The latest Evaluation for this contract should be in progress at this time.
Overdue: The latest Evaluation for this contract has not been completed within the 120 day period.
Final: The Final Evaluation for this contract has been completed, no further Evaluations are due.

**** EVALUATION STATUS**
Registered: The contract is registered, no Evaluations have been initiated.
Initiated: Evaluation initiated; waiting for Assessing Official Rep to send to Assessing Official.
Drafted: Evaluation initiated; waiting for Assessing Official signature.
Rated: Signed by Assessing Official; waiting for Contractor Rep comments.
Reviewed: Signed by Contractor Rep; waiting for Assessing Official to finalize.
Finalized: Ratings finalized; waiting for Reviewing Official comments.
Completed: The Evaluation has been completed.

Status Definitions

Evaluation Metrics Report

Available to Focal Points (FPs), Alternate Focal Points (AFPs), Department Points of Contact (DPOCs) and Agency Points of Contact (APOCs)

[Spreadsheet]

Agency Name	Organization	Contracts(1)	In-Process(2)	Completed(3)	Total(4)
NAVY	AIR-3.0	1	0	0	0
NAVY	MARINE CORPS	2	1	1	2
NAVY	NAVFAC	2	1	0	1
NAVY	NAVSEALOGCEN & DETS	3	2	0	2
NAVY	NAVSHIPYARDS & SOSs	1	0	0	0
NAVY	NSSA	1	0	0	0
NAVY	ONR	3	1	0	1
NAVY	PEO(A)	1	0	1	1
NAVY	PEO(SHIPS)	2	1	1	2
NAVY	SEA 00/09	1	0	0	0
NAVY	SEA 02	1	0	0	0

(1) Contracting Actions Registered in CPARS.
(2) Evaluations In-Process.
(3) Evaluations Complete.
(4) Total Evaluations In-Process and Complete.

Return to the Main Menu

https://www.cpa

CPARS Roles

Focal Point/Alternate Focal Point (FP/AFP): Registers Contracts, Assigns Users, Provides Support

Assessing Official Rep (AOR): Assists Assessing Official in Preparing Evaluation

Contractor Rep (CR): Provides Comments

Assessing Official (AO): Sends Evaluation to Contractor Rep; Reviews Contractor Comments

Reviewing Official (RO): Resolves Disputes

CPARS Timeline

1

Within 30 Days of Contract Award → FP/AFP, AOR, or AO Registers Basic Contract Information

2

335 Days After Contract Award → Evaluation Appears on AOR/AO To Do List

3

365 - 485 Days After Contract Award → AOR/AO Enters Evaluation Ratings & Narratives

4

365 – 485 Days After Contract Award → AO Sends Evaluation to CR

CPARS Timeline (cont.)

5

Days 1 – 14 After Eval Sent to CR

CR May Send Comments

If CR Sends Comments and AO/RO Closes, Eval Sent to PPIRS

6

Day 15 After Eval Sent to CR

Eval Available in PPIRS:
- With or Without CR Comments
- Whether or Not It Has Been Closed by AO/RO

★ Note: Eval Marked as "Pending" if Not Closed

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CPARS Timeline (cont.)

7

Days 15 – 60 After Eval Sent to CR

CR May Send Comments if None Previously Provided

If CR Sends Comments, PPIRS Updated to Reflect CR Comments; "Pending" Marking Removed When AO/RO Closes Eval

8

Day 61 After Eval Sent to CR

Eval Returned to AO; CR Locked Out of Eval & May No Longer Send Comments

CPARS Timeline (cont.)

9

Day 61 After Eval Sent to CR – Day 120 After End of Period of Performance

CR CONCURRED

AO Must Either:
- **Close Eval (Eval Updated in PPIRS)**
- **Modify & Close Eval (Eval Updated in PPIRS)**
- **Send Eval to RO (Eval Updated in PPIRS as "Pending")**
- **Modify & Send Eval to RO (Eval Updated in PPIRS as "Pending")**

★ Note: "Pending" Marking Removed When Eval Closed

CR DID NOT CONCUR

AO Must Either:
- **Send Eval to RO (Eval Updated in PPIRS as "Pending")**
- **Modify & Send Eval to RO (Eval Updated in PPIRS as "Pending")**

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CPARS Timeline (cont.)

10

Prior to Day 121 After End of Period of Performance

RO Provides Comments & Closes Eval; Eval Updated in PPIRS with "Pending" Marking Removed

The entire CPARS evaluation process must be completed within 120 days of the end of the period of performance!

CPARS Workflow Summary

Process must be completed within 120 days after end of period of performance.

- Contract Registration
- Enter Proposed Ratings/Narratives
- Validate Ratings/Narratives
- Contractor Comments
- Review Contractor Comments/Close
- Reviewing Official Comments/Close

Following AO Signature:

- **Day 15: Sent to PPIRS ("Pending" if no CR Comments), Updated in PPIRS Daily**
- **Day 61: Contractor Comment Period Ends; Eval Returned to AO (CR Locked Out)**

Updated in PPIRS When:

- **AO Modifies/Sends to RO/Closes**
- **RO Closes**
- **"Pending" Marking Removed when AO/RO Closes**

New Email Notifications

- Email to CR if has not Provided Comments on Evaluation within 14 Days
  - Sent Daily
- Email to CR if has not Provided Comments on Evaluation between 15 and 60 Days
  - Sent Weekly
- Email to AO if CR has not Provided Comments on Evaluation Within 61 Days
  - Sent Weekly

Merge Timeframe

- No New Evaluations May be Initiated After May 28, 2014 at 11:59 pm ET
- All Evaluations Must be Completed by June 27, 2014 at 11:59 pm ET or They Will be Restatused to Drafted
- Merge Application Available on July 1, 2014

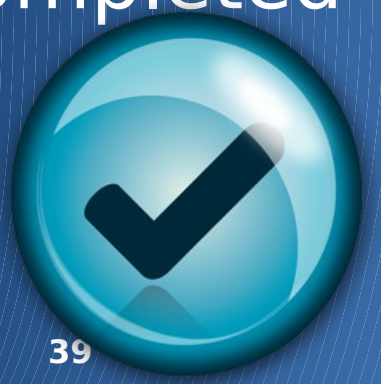
What Happens to In-Process Evaluations After the Merge?

- All Evaluations in a Status of Rated or Beyond Restatused to Drafted (with AO)
- Ratings Removed
- Narratives Removed
- Contract Data Preserved to Maximum Extent Possible
- Email Notification to FP/AFP, AOR, AO of Incomplete Evaluations Prior to Merge
  - Bi-Weekly Beginning 6 Months Prior to Merge
  - Weekly Beginning 60 Days Prior to Merge

If an in-process evaluation is not completed prior to June 27, 2014 at 11:59 pm ET, it must be rewritten and routed though the CPARS workflow!

What Happens to Completed Evaluations After the Merge?

- No Changes to Existing Data for Completed Evaluations
- CPARS to Display All Existing Completed Evaluations in Original Format
- PPIRS to Display All Existing Completed Evaluations in Original Format



Frequently Asked Questions (FAQs)

- When will I no longer be able to initiate new evaluations prior to the merge?

- No new evaluations may be initiated from 5/28/14 11:59 pm ET through 7/1/14.

FAQs

- Will CPARS be unavailable during any time period prior to the merge?

- CPARS will be unavailable between 6/28/14 and 6/30/14.

FAQs

- How have the CPARS user roles changed?

- The Contract Data Entry and Business Analysis Reports user roles have been eliminated. There have been no other changes to user roles.

FAQs

- Will the Federal Guidance for CPARS document be updated to reflect the changes in the merge?

- Yes. The updated Federal Guidance for CPARS document will be posted to the CPARS website under the Guidance link when the merge is released.

FAQs

- Will the CPARS User Manual be updated to reflect the changes in the merge?

- Yes. The updated CPARS User Manual will be posted to the CPARS website under the Guidance link when the merge is released.

FAQs

- Why are evaluations now being sent to PPIRS on calendar day 15 following the AO's evaluation signature date?

- This change is required by the implementation of section 853 of the National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2013 (Pub. L. 112-239, enacted January 2, 2013) and section 806 of the NDAA for FY 2012 (Pub. L. 112-81, enacted December 31, 2011, 10 U.S.C 2302 Note).

FAQs

- If an evaluation is sent to PPIRS following Contractor comments but prior to closure by the AO or RO, how will source selection officials know that the evaluation is not yet completed?

- The evaluation will be identified with markings that state “Contractor Comment Pending Government Review.”

FAQs

- What happens to the evaluation if the Contractor does not provide comments within the 60 calendar day timeframe?

- The evaluation will no longer be available to the CR and will be available for the AO to close. An email will be sent to the AO indicating that the evaluation is ready for closure.

FAQs

- How often will evaluations be submitted to PPIRS?

- CPARS will submit evaluations to PPIRS on a daily schedule. Evaluations will be submitted to PPIRS on:
  - Calendar day 15 following the AO's evaluation date;
  - When Contractor comments are provided during the 60 calendar day timeframe;
  - When the AO modifies the evaluation and/or sends it to the RO;
  - When the AO/RO closes the evaluation.

- For example: If the evaluation was submitted to PPIRS on calendar day 15 without Contractor comments, and on calendar day 17 the CR entered comments and sent the evaluation to the AO, the Contractor's comments would be reflected in PPIRS the next day.

FAQs for Assessing Official Reps/Assessing Officials

- How will the merge affect me?

- Evaluations which are not completed prior to the merge will be restatused to the Drafted (with the AO) portion of the workflow. Data loss will occur for these evaluations. After the merged system is deployed, those evaluations that were restatused will have to be completed on the revised evaluation form and re-processed through the CPARS workflow. In order to prevent this situation from occurring, it is imperative that all evaluations be COMPLETED in CPARS, ACASS, or CCASS prior to the merge.

FAQs for Assessing Official Reps/Assessing Officials

- What are my next steps?

- Process all CPARS, ACASS, and CCASS evaluations through the workflow until they reach a Completed status. Verify that an evaluation is completed by running the CPAR Status Report (CPARS) or the Evaluation Status Report (ACASS and CCASS) and ensure that the Status column reads “Completed” for that evaluation. You will receive periodic reminders of incomplete evaluations which require your action. ALL EVALUATIONS MUST BE COMPLETED by the merge date. Please also note that you will be unable to initiate new evaluations 30 days prior to the merge.

FAQs for Contractor Representatives

- Will I still receive 30 days to comment on my evaluation prior to the merge?

- It is possible that your evaluation could be submitted to the Rated status (with the CR) with less than 30 calendar days remaining until the merge date. In the event that this happens and you provide comments and the Government closes the evaluation prior to the merge date, no data loss will occur. In the event that this happens and you need more time to comment on the evaluation, it is recommend leaving the evaluation open, letting it revert to the Assessing Official post merge, and letting the Assessing Official re-process it in the merged system. If the evaluation is processed in the merged system, you will have 14 calendar days after the AO evaluation signature date to send comments prior to the evaluation being submitted to PPIRS. You will have a total of 60 calendar days overall to provide comments.

FAQs for Contractor Representatives

- How long will I receive to comment on the evaluations submitted after the merge?

- Contractors will have 14 calendar days following the AO's evaluation signature date to send comments prior to the evaluation being submitted to PPIRS, and a total of 60 calendar days following the AO's evaluation signature date to provide comments overall. On calendar day 61, the evaluation will be returned to the AO and the CR will be locked out of the evaluation.

FAQs for Contractor Representatives

- Will my company's evaluation still be available in PPIRS?

- All completed evaluations will remain in PPIRS as they were originally written in CPARS, ACASS, or CCASS and no data loss will occur. At the time of merge, all in-process evaluations will be restatused to Drafted (with the AO). All evaluations after the merged system will also be transferred to PPIRS with the new CPARS form.

FAQs for Contractor Representatives

- If the evaluation is submitted to PPIRS before I was able to finish and send my review/response, can I still send comments after calendar day 15?

- Yes. It is recommended that you respond within 14 calendar days. However, as long as you send comments within the 60 calendar days allotted, your comments will be available in PPIRS as part of the evaluation.

FAQs for Contractor Representatives

- What happens if I have partially completed my comments in CPARS on calendar day 15 after the AO's evaluation signature date? Will my partially completed comments be visible in PPIRS?

- If the evaluation has not been submitted back to the AO on calendar day 15, all partially completed Contractor comments entered at that time will remain only in CPARS, and will not transfer to PPIRS. Once the evaluation is validated, signed by the CR, and sent back to the AO in CPARS, the comments will then be submitted to PPIRS.

FAQs for Contractor Representatives

- What happens if I do not send comments within 60 calendar days after the AO's evaluation signature date?

- The evaluation will no longer appear on your To-Do List and will automatically process to the AO for closure. The evaluation will indicate that "The report was delivered/received by the contractor on {date}. The contractor neither signed nor offered comment in response to this evaluation.", and will be updated in PPIRS.

FAQs for Contractor Representatives

- Will I still receive automatic email notifications telling me when I have actions due in CPARS?

- Yes. An email will be sent to the CR when the AO sends the evaluation to you for comment, and will be sent daily for the first 14 calendar days after indicating action is due. An email notification to the CR will be sent weekly 15 calendar days after the AO submitted the evaluation indicating that Contractor comments are overdue. The weekly overdue reminder will continue until 60 calendar days after the AO's evaluation signature date.

FAQs for ACASS & CCASS Users

- Is the requirement for frequency of reporting changing for Architect-Engineer and Construction contracts?

- Yes. FAR 42.1502(a) requires that past performance evaluations be prepared annually.

FAQs for ACASS & CCASS Users

- I didn't have access to CPARS before, only ACASS or CCASS. Will my User ID still work?

- Yes. You will be able to log into CPARS with your existing User ID and you will be able to access a contracts.

FAQs for ACASS & CCASS Users

- Will the retention period for Architect-Engineer and Construction evaluations remain the same in PPIRS?

- Yes. Evaluations for Architect-Engineer and Construction contracts will continue to be retained in PPIRS for 6 years beyond the Contract Completion Date.

FAQs for ACASS & CCASS Users

- Will all evaluations continue to require RO comments and signature in order to be closed?

- No. RO comments and signature will only be required on those evaluations where the CR did not concur with the AO's evaluation. In addition, some Agencies may have local policy which requires RO comments and signature in certain situations.

FAQs for Focal Points/Alternates

- Now that the Contract Data Entry (CDE) access level will no longer be available, what do I do with my CDE users?

- Post merge, CDE access only accounts will be deleted. If you wish to retain the user's account AND the user is a government employee, it is recommended that you modify the user's account to the AOR access level prior to the merge. CDE accounts for non-government employees may not be retained.

FAQs for Focal Points/Alternates

- Will I need to re-register and re-grant access to my contracts and users from prior to the merge?

- No. You will not need to re-register or re-grant access to contracts and users. Your existing contracts and users will be accessible. However, if you had CDE users, be aware that these user accounts will be deleted in the merge and access for these users will have to be re-granted under another access level, if appropriate.

FAQs for Focal Points/Alternates

- If I have a user with CDE access in addition to other roles (such as AOR, AO) under the same account, will their other roles be removed when the CDE access is deleted post merge?

- No. Only the user's CDE access will be removed. The user will retain all other previously assigned roles.

FAQs for FPs/AFPs/APOCs/DPOCs

- Will my evaluations that were completed prior to the merge appear in the Ratings Metrics Report and the Processing Times Report after the merge?

- No. Due to changes occurring in the merging process, CPARS cannot utilize legacy records in the Ratings Metrics Report or the Processing Times Report. These reports will only contain data for evaluations completed from the merged date and forward. It is strongly suggested that you run the reports prior to the merge to capture the pre-merge data.

FAQs for FPs/AFPs/APOCs/DPOCs

- Will there be any changes to the PPIRS Compliance Metrics as a result of the merge?

- Yes. The PPIRS Compliance Metrics will be revised to require an evaluation on Architect-Engineer and Construction contracts after the first year of performance, as opposed to the end of the contract. There will be no other changes to the PPIRS Compliance Metrics.

FAQs for FPs/AFPs/APOCs/DPOCs

- Will in-process evaluations that have been submitted to PPIRS provide credit on the PPIRS Compliance Metrics?

- No. If the evaluation is available in PPIRS after 14 days following the AO's evaluation signature date but is still in a pending status, it will not provide credit towards the PPIRS Compliance Metrics. When the evaluation is closed in CPARS, it will then provide credit towards the metrics.

CPARS Help Desk

- Phone: 207-438-1690
  - DSN: 684-1690
- Email: webptsmh@navy.mil

Help is available Monday – Friday, 6:30 am – 6:00 pm ET.

Questions?

THANK YOU!